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RECERTIFICATION

GUIDE

for

Massachusetts

Educators

September 1994

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The Commonwealth of Massachusetts Department of Education

350 Main Street, Malden, Massachusetts 02148-5023

Robert V. Antonucci
Commissioner

MEMORANDUM

TO: All Certified Educational Personnel

FROM: Robert V. Antonucci
Commissioner of Education

SUBJECT: Recertification Information

DATE: September 1994

The Education Reform Act of 1993, amended on January 14, 1994, replaces lifetime certificates with five-year renewable certificates. Recertification is based on completion of professional development programs and activities in an Individual Professional Development Plan. Teachers, administrators, and other certified school personnel will engage in ongoing professional development activities and programs focusing on enabling all students to achieve at high levels. Educators holding vocational approvals must continue to follow Chapter 74 requirements for renewals. In the future, the Department of Education's goal is to include all educators under a single professional development plan.

The main goals of professional development are to assist educators to:

- ◆ improve student learning through high quality classroom teaching and school operation
- ◆ access opportunities for ongoing support, challenge, feedback, application, and follow-up
- ◆ acquire new knowledge and skills to enhance performance
- ◆ meet recertification requirements for professional currency

Linking high quality professional development with recertification will assist in achieving the specific objective of recertification, remaining current in subject matter knowledge and professional skill. This *Recertification Guide for Massachusetts Educators* has been developed to provide the information you will need about recertification. A Question & Answer booklet to assist you with recertification will be issued shortly.

I look forward to continuing our work together as we strengthen our public education system in Massachusetts.



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RECERTIFICATION:

KEY POINTS

The Law

“Recertification” is applicable to all educators (for example, teachers, guidance counselors, school nurses, principals and superintendents) who are certified under Massachusetts General Laws, Chapter 71, Section 38G. The primary relationship in the recertification process is between the State and the individual educator. Activities or programs applied toward recertification must meet State standards for professional development.

Educators who wish to remain certified must renew at least one standard certificate by 1999. Appropriate certification is a condition of employment. Each certificate will expire five years from the date of renewal.

Individual Professional Development Plan

Each educator will develop an Individual Professional Development Plan which describes activities that will apply toward recertification within a given five-year cycle.

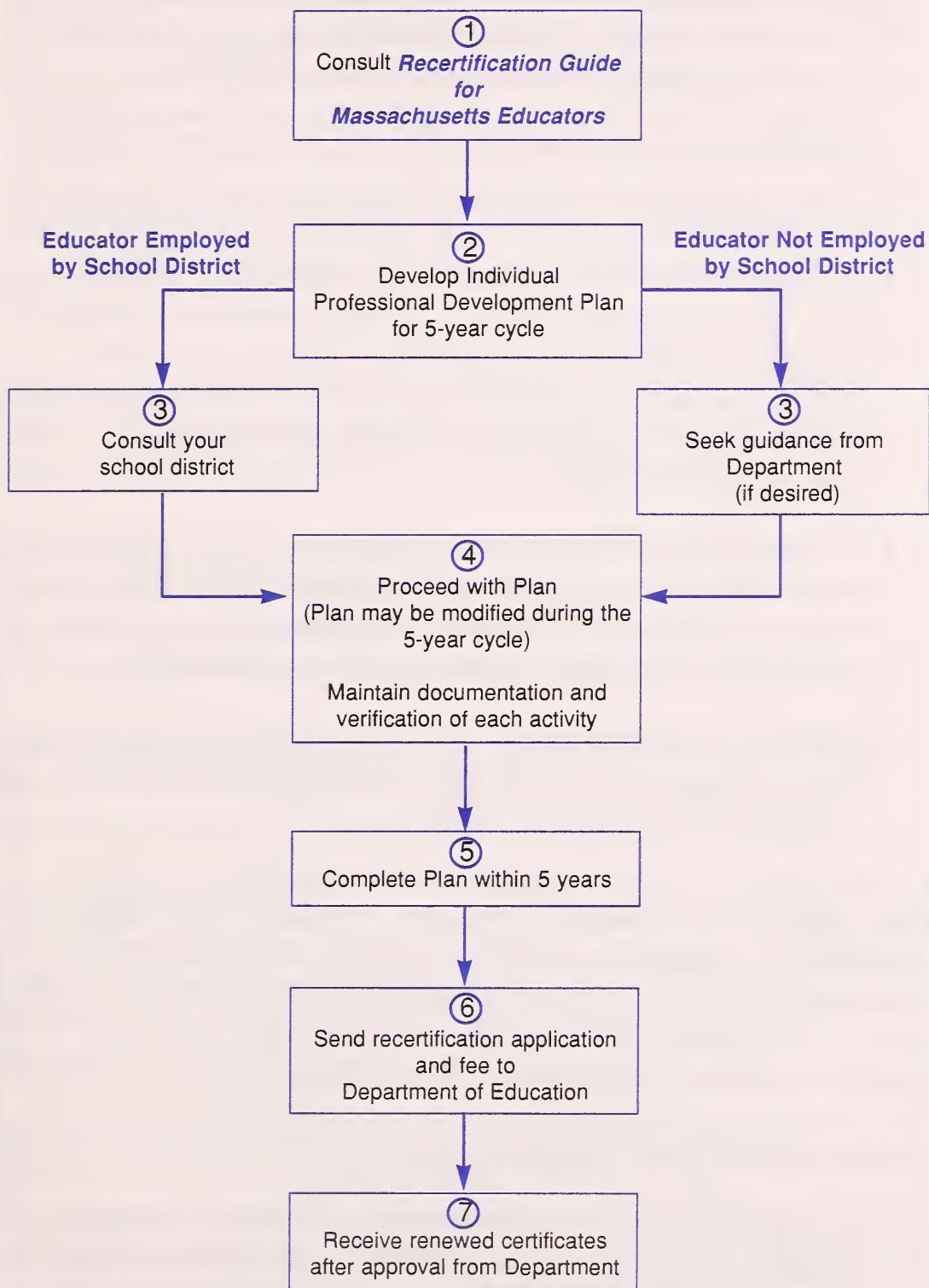
The Individual Professional Development Plan should focus on the goals of the educator for strengthening content and professional skills and for remaining current in other educational issues. It also should identify the resulting improvements in teaching and learning to be achieved over the five-year period. In addition to the educator’s goals, the Plan should consider the goals of the school, district, and State.

Recertification: What You Need to Do

Certificates must be renewed every five years for an individual to be employed legally. Educators holding standard certificates as of June 18, 1993 must complete the first recertification process by June 18, 1999.

- ① Consult this guide!
- ② Develop an Individual Professional Development Plan.
- ③ Consult and seek guidance on recertification requirements from your school district, or from the Department of Education if you are not currently employed by a school district. Your Individual Professional Development Plan should consider the goals of the school, district, and State.
- ④ Engage in and complete professional development activities. Refer to the Recertification Options chart (pages 8 & 9). Maintain a personal professional development portfolio and log for recordkeeping. [See sample log, page 10.] Verify your activities with your Professional Development Provider.
- ⑤ Complete all requirements under your Plan.
- ⑥ Send your application and fee to the Department. Completed applications/fee for recertification can be submitted at any time during the first five-year cycle (until June 18, 1999). The second five-year cycle for each certificate begins on the date of its first renewal.
- ⑦ Receive your renewed certificates after approval by the Department of Education.

RECERTIFICATION PROCESS FLOW CHART



Professional Development Points (PDPs)

Certificates may be renewed by engaging in a variety of activities.

A single measurement unit, the “Professional Development Point” (PDP), measures professional development activities. The formula for converting credit hours and clock hours to PDPs is:

$$15 \text{ PDPs} = 15 \text{ Clock Hours} = 1.5 \text{ CEUs} = 1 \text{ Semester Hour}$$

$$120 \text{ PDPs} = 120 \text{ Clock Hours} = 12 \text{ CEUs} = 8 \text{ Semester Hours}$$

- ◆ Courses and conferences provided by professional associations, educational collaboratives, or other professional development providers that meet specific international standards often are measured in Continuing Education Units (CEUs) as defined by the International Association for Continuing Education and Training.
- ◆ Many activities offered at the district level or through independent initiative are measured in clock hours. For example, a four hour conference on an educational topic relevant to your certificate would count for four clock hours = four PDPs.
- ◆ Graduate and undergraduate courses typically are measured in semester hours. An average three credit semester course, for example, is equivalent to 45 PDPs.

A minimum of 120 Professional Development Points is required for renewal of an educator’s “primary” certificate. The “primary” certificate is the one the educator designates, and should be the one under which the educator is currently employed. At least half of those 120 points (60) must address content and professional skill in the area of certification. The remaining points (up to 60) may be earned through activities which address other educational issues and topics that improve student learning.

When a position requires more than one certificate for employment, either may be designated “primary.” For example, special educators hold regular and special education certificates. In this

case, either certificate may be designated as the “primary” one.

An educator with multiple certificates is required to earn an additional 30 Professional Development Points through professional development programs or activities specific to the content and professional skill of each additional certificate to be renewed. If the Professional Development Points earned for one’s “primary” certificate, or for any other certificate, are related to the specific content and professional skill of an additional certificate, they may be applied toward recertification, as long as the required points (120 for the “primary” certificate + 30 for each additional certificate) are earned.

Educators who hold certificates issued prior to 1982 may either renew them or exchange them for currently-issued certificates, upon satisfactory completion of renewal requirements.

For example, a 5th grade teacher who holds a K-8 certificate issued prior to 1982 would have the option to renew that certificate or to exchange it for the elementary (1-6) and middle school (5-9) certificates, both of which would be subject to renewal.

Applying the exchange option to the holder of a 7-12 certificate, the certificate could be renewed or could be exchanged for two certificates, 5-9 and 9-12, both subject to renewal as indicated.

Any certificate which an educator does not renew in a five-year cycle automatically becomes inactive for up to five years. At the end of that time, the certificate is invalid. An educator employed under an inactive certificate must renew it within two years of beginning or resuming employment in that certificate area.

Only those professional development activities initiated since June 18, 1993 may be applied toward fulfillment of the Professional Development Plan for the first cycle, provided that criteria in this Recertification Guide are met. Educators should maintain reasonable documentation of the activities.

Records Responsibility

Every educator, whether employed in a school district or not, is responsible for maintaining original documentation of professional development for recertification and a log for five years. The documentation/log may be audited by the Department of Education. [A sample log is included, page 10.]

Fees

In accordance with Section 3B of Chapter 7, the fee for renewal of one or more certificates included within the first application is \$100. For example, if an educator submits an application for the renewal of four certificates, in one application, all four will be renewed at a total cost of \$100. Each additional application to renew a certificate, submitted within the five - year renewal cycle, will be subject to a \$25 fee. As is the case for all State fees, this may be subject to change.

School District Professional Development Plans

Each school district will have a professional development plan, which will:

- ◆ include programs and strategies that address the requirements in the Recertification Options chart, on pages 8 & 9 of this booklet, to assist employees in meeting their recertification needs. Local and regional school districts will attest to the Department of Education, in a form and time to be determined by the Commissioner, that professional development activities offered by them for recertification credit meet the requirements of the Board of Education.
- ◆ identify the no-cost programs and activities for recertification available to employees of the district.
- ◆ create a process for providing guidance to educators regarding the recertification activities in their Individual Professional Development Plan.

The district will make the above information available to all employees.

Other Providers of Professional Development Activities

The Department of Education is developing a process for registering Professional Development Providers. This is intended to ensure high quality programs, equality of Professional Development Points for similar activities and standardizing of documentation.

Other Issues

If educators, schools, Professional Development Providers or others have unresolved issues, the Department of Education will assist in helping to handle matters that cannot be resolved locally first.

The Recertification Options Chart contains sample activities, many of which can be completed at no cost to the individual.

Recertification Options*

Option	Point Values	Suggested Types of Documentation	Criteria
Department of Education Activity Professional Development Conference/Institute/Seminar/Workshop Educational Improvement Activity Program Approval Team	Participant: 1 pt./clock hr. Presenter: 3 pts./clock hr. (if new presentation) 60 pts. max. (Approval Team)	◆ Certificate of completion ◆ Conference program/agenda ◆ Report, plan, curriculum, reflective journal of observations, portfolios, videotapes, official transcripts	◆ Minimum 4 hrs. per topic
Professional Development Provider Conference Institute/Seminar Study Group Educational Improvement Activity Visiting Team Distance Learning Workshop/Series	Participant: 1 pt./clock hr. Presenter: 3 pts./clock hr. (if new presentation)		◆ Minimum 4 hrs. per topic
College/University Course for credit Seminar for credit	1 semester hr. = 15 pts. 1 CEU = 10 pts.		◆ Course credits earned through an accredited college or university
National Board for Professional Teaching Standards (NBPTS) Certification Program	1 pt./clock hr.		◆ Formalized program of NBPTS
School/District Activity School Improvement Activity Workshop/Seminar/Institute Study Group Educational Project Distance Learning	Participant: 1 pt./clock hr. Presenter: 3 pts./clock hr. (if new presentation)	◆ Record of participation ◆ Certificate of completion ◆ Agenda ◆ Reflective journal, action plan, report, video, curriculum, etc.	◆ Formal district program ◆ Minimum 4 hrs. per topic

Mentoring Cooperating Teacher Peer Coaching	All: 45 pts. max. in 5-yr. cycle. Mentor: 1 hr. of contact with provisional apprentice, intern; In peer mentoring, both parties eligible for pts. Cooperating Teacher: 1 pt./clock hr. of contact Coaches: 1 pt./clock hr. of contact. Both participants eligible for pts.	◆ Principal's/supervisor's participant list, observation schedule ◆ Work assignment, verification letter, or agreement with peer ◆ Reflective journal of observations, professional development/training activities for new/prospective teacher or peer, etc.	◆ Formal district mentoring program ◆ Formal district/college program ◆ Informal peer coaching; each session must include: ▼ Pre-observation discussion, observation, and follow-up discussion
Self-Directed Education Professional Product/Project Book Journal Article Software Research Innovative Curriculum Unit Related Work Experience	90 pts. max., and variable, depending on product	Book or article, software package, report, curriculum unit	Tangible products that enhance teaching and learning
Community/Business Educational Improvement Activity	60 pts. max. Participant: 1 pt./clock hr. Presenter: 3 pts./clock hr.	◆ Letter of verification ◆ Plan, professional development design/materials, curriculum, etc. ◆ Agenda ◆ Curriculum activities, resource development plan, workshop	

* These are examples. This chart is not all-inclusive. Please consult upcoming Q&A guide.

Sample Form for Recordkeeping

PROFESSIONAL DEVELOPMENT OPTIONS/ACTIVITIES LOG
Recertification Period: 1993 - 1999

Name: _____ Title/Position: _____ Work Address: _____

Applying Toward Recertification					
OPTION/ACTIVITY	PROVIDER/RESOURCE	DATES	HOURS/PTS.	Content & Professional Skills (No. Points)	Other Educational Issues (No. Points)

Note: This is just a sample to illustrate the kind of log you may want to keep.

NOTES



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